

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
REQUEST FOR PROPOSAL
VENDING SERVICES
December 9, 2022**

Bloomfield Township Public Library requests proposals from qualified firms for snack and beverage vending machines and services.

Vending services are provided in both staff and public areas. Services in the staff lounge include a non-refrigerated snack machine with packaged foods, a cold beverage machine with bottles and cans of pop, juice, and water, and a hot beverage machine. These machines serve approximately 100 employees. Gross sales are around \$300.00 per month.

The public vending café has comfortable seating and is located immediately to the left of the Library entrance. These machines provide convenient refreshments to the 600+ patrons who visit the Library daily. There are four machines in the public vending café: a non-refrigerated snack machine with packaged food, a cold beverage machine with bottles and cans of pop, juice, and water, a hot beverage machine, and a change machine. Gross monthly sales of the public machines are \$2,500-\$3,000. Fast food and similar outlets are located no less than one mile from the Library. In addition to traditional services, this Library offers four meeting rooms and 18 study rooms.

Proposal guidelines are listed below. This request for proposals can also be obtained on the Library's website at www.btpl.org, at the Library's Welcome Desk, or by contacting Assistant Library Director Katherine Bryant at (248) 642-5800, ext. 114 or bryantka@btpl.org.

The deadline for proposals is Tuesday, January 17, 2023 at 4:00 p.m. Proposals must be emailed to bryantka@btpl.org, hand delivered to the Welcome Desk, or mailed to arrive no later than this day and time. If hand delivered or mailed, please provide three copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Vending Services Bid." Address these to:

Katherine Bryant, Assistant Library Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Library hours are Monday through Thursday, 9:30 a.m. – 9:00 p.m., Friday, 9:30 a.m. – 6:30 p.m., Saturday, 9:30 a.m. – 5:30 p.m., and Sunday, 12noon – 5:30 p.m. **All proposals will be publicly opened immediately at 4:01 p.m. at the Library.**

PROPOSAL GUIDELINES

Please provide:

- The full name of the firm, local address, telephone number, name and title of the contact person, and the date of submission.
- A description of company background (history, mission, current size).
- A list of current references with contact names and phone numbers.

Proposals must specifically address:

- Percentage or portion of revenues from snack and beverage machines to be returned to the Bloomfield Township Public Library, including an example of a monthly sales report that will be required if awarded the bid. Two separate sales reports, one for staff vending and one for public vending, will be required each month. Sales commissions should be paid to the Library on one check.
- Specific schedule for such payments.
- Specific manner of payments (check or cash).
- Timeline for any re-evaluation of revenue return.
- Manner and time frame in which requested changes in snack and beverage machine contents will be met.
- Schedule for turnover of product and stocking machines.
- Number of communities/sites served by a single route.
- Response time required to address shortages of product.
- Response time for machine repair or replacements.
- Removal of empty beverage containers.
- Procedure for reimbursement of funds lost in machines.
- Schedule for machine maintenance and cleaning.
- Cups and lids MUST be provided. A listing of other supplies provided such as cup sleeves would be helpful.
- List of available brands for beverages, snacks, and candy.
- Availability of Coke and Pepsi products in one machine.
- Suggestions for service improvements in number, configuration, and/or content of machines.
- Photo with dimensions of equipment and equipment electrical, plumbing, or other specifications.
- Energy efficiency of proposed vending machines.
- Money changing capabilities of all machines and/or description of the type of change machine provided with vending machines.
- Availability of vending machines that accept RFID and/or magnetic stripe and/or credit/debit cards to purchase items.

TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for vending services on February 21, 2023 with implementation

by April 1, 2023 through March 31, 2026.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with strict emphasis on quality. Attributes which will be analyzed include:

- Reference responses
- Response times for machine repair or replacement and to address product shortages
- Schedule for stocking machines, turnover of product and machine maintenance and cleaning
- Revenue percentage shared with the Library, schedule for payments, and report
- Products offered
- Equipment provided with features outlined

After technical qualities have been evaluated, cost and other considerations will be reviewed. Once all factors have been analyzed, the vendor chosen will be notified. We hope to notify the successful vendor by Wednesday, February 22, 2023.

WITHDRAWAL OF PROPOSALS

Any proposer may withdraw at any time prior to the deadline for receipt of proposals.

WALK-THROUGH

Proposers are welcome to schedule a walk-through of the existing staff lounge and public vending café at the Library. Please call Katherine Bryant at (248) 642-5800, ext. 114 to arrange.

NEGOTIATION

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision.

All proposals submitted will remain firm for a period of ninety (90) days.

Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted (either in whole or in part), to request additional information from all proposers, to award a contract to someone other than the lowest proposer, to waive any irregularities and/or informalities, and in general, to make awards in any manner deemed to be in the best interests of the Library. Any contract awarded will be made to the vendor who, based on evaluation of all responses, criteria, and oral interviews (if necessary) is determined to be the best qualified to provide vending services.

The successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully provide the requested services in accordance with the proposal parameters.

Awards will be made for all or part of the vending services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.